

JAIL SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary responsibility of which is the management of the jail facility through the supervision of Correctional Peace Officers, and inspection of the conditions of facilities and inmates. The Jail Supervisor also trains new employees, and counsels and briefs subordinate employees on department standards, applicable laws, and new policies and procedures. The employee of this class is empowered with and may exercise police authority when necessary to make lawful detentions and arrests and to take criminal violators into custody. Employees of this class have the authority to work independently in most areas, performing routine tasks without supervision. The Jail Supervisor reports to and has work reviewed by a Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility. Inspects work of subordinates, conditions of facility and evaluates security conditions. Provides information to subordinates on department policy, standards, applicable laws, and procedures in order that they may successfully complete their duties. Supervises recreational and rehabilitation activities for prisoners. Hears prisoners' grievances and counsels prisoners. Exercises disciplinary control over prisoners.

Provides training for new jail employees. Assigns duty areas and work schedules for subordinates and approves leave. Inspects the appearance of subordinate employees and assigned equipment. Discusses work performance with subordinates and provides technical assistance when needed. Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

Reviews incoming communications, handling matters addressed in

the communications in accordance with departmental policy. Provides for the preparation and maintenance of jail records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail. Operates computerized equipment in order to perform records checks on criminal suspects and vehicles and to obtain police related information. Coordinates the work of the jail with related federal, state, and local agencies, releasing information and giving assistance when needed.

Makes lawful arrests and takes into custody violators of state law and local ordinance. Oversees and assists in the booking procedure for all prisoners brought into the jail facility, including searching prisoners, securing personal property, completing records, photographing, fingerprinting, and insuring that prisoners are made aware of their rights. Determines if the prisoner must be placed in isolation, and sees that prisoner is properly secured.

Oversees routine and specialized jail functions for the required welfare of prisoners, including proper feeding, housing, medical attention, sanitation and security. Orders food for prisoners and supervises prisoners during mealtimes. Distributes clothing to prisoners. Provides for medical needs of prisoners by checking medical records and administering medicine, or by calling physician if any prisoner needs medical attention.

Oversees jail security by inspecting all packages and mail sent to prisoners. Conducts routine and random cell searches in order to discover and confiscate contraband. Maintains all necessary safety precautions in and around the jail facility. Performs prisoner counts. Makes periodic inspections to operate and inspect security devices and to insure that the facility is safe and that all equipment is operating correctly. Accompanies prisoners to court, medical facilities, or other correctional institutions. Supervises prisoner "trustees" who are assigned to work outside the jail facility.

Receives and directs phone calls from the public. Greets, interviews, and assesses requests from the public who appear at the police station, and directs visitors to appropriate locations or agencies. Takes complaints and information from citizens via telephone or in person and relays pertinent information to police officers in person or via police radio.

Provides that action necessary for the protection and security of all monies entrusted to the police department by the City of Kenner. Purchases or requests purchase of supplies and equipment needed for the jail.

Oversees maintenance of property and equipment assigned to the jail facility. Checks out assigned or utilized equipment to insure that all equipment, including vehicles, is present and in workable condition. Refuels police vehicle.

Performs and supervises duties associated with fingerprinting and photographing applicants for Alcoholic Beverage Outlet licenses.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least three (3) years in the class of Correctional Peace Officer.

KN	03-07-62
Rev	09-17-74
	04-23-84
	02-25-91
	04-10-95
	02-04-02
	06-17-02
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Must possess and maintain certification for Basic Correctional Peace Officer as required by Police Officer Standards and Testing (P.O.S.T.).

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